



ISSUANCE DATE: January 13, 2017

CLOSING DATE and Time: February 13, 2017 at 17:00 Hours

Accra Local Time

SUBJECT: SOLICITATION NUMBER SOL-624-17-000009 FOR A THIRD COUNTRY PERSONAL SERVICE CONTRACTOR FOR REGIONAL BIODIVERSITY AND CLIMATE CHANGE ADVISOR

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development (USAID), is seeking applications from qualified Third Country Nationals interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation.

In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation at the time of submission, and must submit all required documentations. The **Regional Biodiversity and Climate Change Advisor** position will be located in Accra, Ghana.

Interested candidates meeting the requirements of the solicitation must submit all the following required materials for consideration:

- Cover Letter;
- Curriculum Vitae or resume;
- Signed Form AID 302-3 (available at <http://www.usaid.gov/forms/>);
- Supplemental document addressing the evaluation factors; and
- List of three to five professional references.

All application packages are to be submitted via email to: accrapsc@usaid.gov

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003/2010 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

Any questions concerning this solicitation may be directed to Mildred Agbo at magbo@usaid.gov no later than January 25, 2017.

Application Form AID 302-3 must be signed. Incomplete and unsigned applications will not be considered. Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Sincerely,



Courtney J. Magill
Regional Contracting Officer
USAID/West Africa

SOLICITATION NUMBER: 624-17-000009

ISSUANCE DATE: January 13, 2017

CLOSING DATE/TIME: February 13, 2017 at 17:00 Hours Accra Local Time

POSITION TITLE: **Regional Biodiversity and Climate Change Advisor**

MARKET VALUE: (\$88,136 - \$114,578) The market value for this position is equivalent to the GS-14 level. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background.

AREA OF CONSIDERATION: Third Country Nationals (TCN)

TCN means an individual (i) who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty; and (ii) is eligible for return to his/her home country or country of recruitment at U.S. government expense.

PERIOD OF PERFORMANCE: Two years with up to three (3) one year options to extend. Exercise of the option(s) will be contingent on satisfactory performance, continued need for the services, and availability of funds.

PLACE OF PERFORMANCE: Accra, Ghana

SECURITY/MEDICAL CLEARANCE: Selected applicant must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

1.0 BACKGROUND:

USAID/West Africa (USAID/WA) is a highly dynamic, regional mission that leverages strategically targeted programs across a region spanning 21 countries with a population of 367 million. Working through a distinct regional lens, the mission designs and implements programs that are African-led, maintain a regional perspective, support regional partners' efforts and priorities, and pursue a long-term vision balanced with short-term, achievable results.

The mission has three Development Objectives (DOs) that cover the following sectors: peace and governance (including countering violent extremism and conflict management); economic growth (including trade and investment, energy, agriculture, natural resources management, and climate change); and health (including family planning, HIV/AIDS, maternal and child health, and water and sanitation). USAID/WA also has a Support Objective, which represents the service provision (financial, legal, procurement, administrative, and technical) and knowledge management functions of the mission. The DOs and Support Objective are:

- DO1: Systems of Non-violent Conflict Management Strengthened in West Africa;
- DO2: Broad-Based Economic Growth and Resilience Advanced through West African Partners;
- DO3: Utilization of Quality Health Services Increased through West African Partners

USAID/West Africa's Regional Economic Growth Office, Environment Team falls under DO2 and promotes U.S. foreign assistance goals of conserving important biodiversity, responding to adverse effects of global climate change focusing on adaptation and reduction of emissions from deforestation and forest degradation (REDD+), improving management of natural resources, diversifying and strengthening rural livelihoods, and supporting the expansion of clean water supply and behavior change in sanitation and hygiene. Moreover, the Environment Team has oversight in the West Africa region for the application of USAID's Environmental Compliance Requirements - 22CFR216 - to ensure all USAID-funded activities carried out in the 12 non-presence countries and by the eight USAID bilateral missions are in compliance with USAID's environmental regulations to ensure environmentally sound design of programs and mitigation of negative environmental impacts.

2.0 BASIC FUNCTIONS OF THE POSITION:

USAID/West Africa has expanded its activities in climate change adaptation and mitigation. The **Regional Biodiversity and Climate Change Advisor** (the 'Advisor') will provide expert technical input and policy advice on a broad range of issues related to the USG's global climate change (GCC) initiative¹, biodiversity, water-sanitation-hygiene (WASH), and natural resource management (NRM). He/she will coordinate with the technical programs of USAID/West Africa, USAID Missions in "presence" and "non-presence" countries, USAID/Washington, U.S. Embassies, and more broadly with other US Government (USG) agencies, Economic Community of West African States (ECOWAS) and its member institutions, as well as other African institutions and conventions such as the Mano River Union² and the Abidjan Convention.

¹ This will include strategic planning, development and management of climate change activities dealing with 'adaptation', mitigation of greenhouse gas emissions and activities whose aims are the reduction of emissions from deforestation and forest degradation (REDD+).

² Mano River Union (MRU) - An association among Liberia, Sierra Leone Cote d'Ivoire, and Guinea to foster economic cooperation among these states, the Manu River Union is named for the Mano River which begins in the Guinea highlands and forms a border between Liberia and Sierra Leone.

The overall aim will be to advance USAID's environment strategies, including climate change, to mainstream climate change into development planning, and to work with all technical teams to incorporate environmental considerations into their portfolios of technical programs. He/she will assist with designing and managing the implementation of contracts, grants, implementation letters and/or inter-agency agreements. The 'Advisor' will work with other team members concerned with NRM, biodiversity, climate change, WASH and environmental impact assessment.

The position is based in Accra, Ghana with the USAID/West Africa Regional Economic Growth Office, Environment Team.

3.0 MAJOR DUTIES AND RESPONSIBILITIES

Program Planning, Development, and Technical Support (40%)

1. Serve as a key regional technical and analytical "focal point" for USAID's Biodiversity programs, particularly for forestry, wildlife anti-trafficking, and Climate Change Initiative (CCI) programs, including providing timely information on emerging biodiversity and climate problems, actions, resources and needs.
2. Maintain collaborative and team working relationships with USAID field missions in 'presence and non-presence' countries in West Africa and USAID/Washington on strategic planning, development, implementation and reporting of environment, biodiversity and climate change activities, including those that mitigate wildlife trafficking, deforestation, greenhouse gas emissions, promote and advance REDD+ and that contribute to adaptation to climate change across sectoral portfolios; *e.g.*, Biodiversity, Integrated Water Resource management/WASH, Trade/Investment, Health, Education and Peace/Security.
3. Serve as a key regional technical and analytical "focal point" for Biodiversity and climate change affairs, including:
 - Provide timely information on emerging biodiversity and climate change problems, actions, resources and needs;
 - Provide expert technical assistance, training, and leadership at the highest levels to West Africa regional organizations and bilateral USAID missions within the West Africa region, and periodically other parts of Africa, regarding biodiversity and climate change and related policies, program and activity planning, evaluation and dissemination of results; and
 - Serve as a resource to USAID Bureaus, Missions, Offices and staff in planning and finalizing procurements in the environment sector and in sectors with programs having potential negative impacts on the environment or human health.

4. Serve as a resource to USAID Bureaus, Missions, Offices and staff in planning and finalizing procurements with the aim of ensuring environmental awareness and considerations are taken into account and of responding or adapting to biodiversity threats and climate change as appropriate. The Advisor will bring expertise to bear in identifying new opportunities, in designing solicitations and will participate in the technical review of applications and proposals.
5. Provide USAID liaison and leadership at the highest levels with governmental and non-governmental development partners, stakeholders, clients and customers concerning environment issues and climate change response in policies and related issues within the West Africa region.
6. Work closely with Agency and any Regional Global Development Alliance advisors to create and expand public-private sector partnerships to achieve and sustain greater developmental impacts in environmental improvements and climate change mitigation. In addition to environmental impact, opportunities in the realm of carbon finance will be evaluated in light of equity and how they might provide incentives for securing access and rights to natural resources and public environmental benefits.
7. Provide briefings to visitors to USAID/WA and to the press on the status of USAID's climate adaptation and mitigation-related activities and on climate change issues in the region.
8. Represent USAID/WA at meetings, workshops and conferences organized by various organizations, including other donors and international organizations. If called for, the 'Advisor' will prepare and deliver presentations relating to biodiversity and climate change at these venues.
9. Work collaboratively with technical teams in USAID Missions to prepare reports on the status of each Mission's activities regarding biodiversity and climate change and how programs advance USAID's overall environment strategies.
10. Provide technical assistance in the identification, design and development of regional and bilateral biodiversity and climate change policies and regulations. To this end, the 'Advisor' will work to strengthen host country capacities in biodiversity and climate-sensitive program design/assessment, monitoring and evaluation. As a secondary priority, the 'Advisor' will promote the flow and use of information and analyses for biodiversity conservation and climate change policy formulation in West Africa.

Program Management (30%)

1. The ‘Advisor’ will be required to prepare activity approval and pre-obligation documentation as part of the activity development process. The ‘Advisor’ will serve as a requestor in the USG’s new ‘Global Acquisition and Assistance System (GLAAS)’. He/she will serve as a Contracting/Agreement Officer’s Representative (AOR/COR), provide administration and oversight for biodiversity and climate change adaptation and mitigation activities, including monitoring activities through site visits and the review of work plans and progress reports; ensuring compliance with USAID’s ‘Environmental Procedures’ (22CFR216) and environmentally sound design (ESD); track expenditures and accruals against obligations.
2. The ‘Advisor’ will make recommendations to implementing partners to increase project impact and enhance sustainability and will monitor project results. He/she will draft official USAID documents required for reporting the status of activities, such as the Annual Operational Plans, Performance Plan and Review, action memoranda, and procurement documents. He/she may be called on to lead the development of the performance monitoring plan for adaptation and mitigation-related activities including data quality assessments and ensure activities achieve planned results. The ‘Advisor’ may document developmental impacts and resolve any implementation issues in an efficient and professional manner.
3. As a member of the USAID/West Africa Environment Team, the ‘Advisor’ will help prepare subject matter documentation for and participate in Environment strategic planning sessions and portfolio reviews, annual reports, environmental compliance reports, Congressional Budget Justifications and other reporting documentation.

Mentoring and Training (15%)

1. Identify, develop, promote, and conduct training activities that address key technical, programmatic and policy issues and that increase the technical competence of personnel in biodiversity and climate change as related to agriculture, health, infrastructure and other USAID investment sectors. The target audience for these training activities will be USAID Missions, NGOS, PVOs and host-country government representatives in the West Africa region.
2. Prepare/deliver, if required, training manuals and related information on emerging issues in biodiversity conservation and climate change sectors on best practice in adaptation/mitigation; and conduct regular training courses on the same.
3. Provide technical backstopping and on-the-job training to professionals, scholars and scientists collaborating in regional research and policy networks on topics related to biodiversity conservation and climate change.

4. Mentor and train staff in USAID/WA and in bilateral missions on biodiversity conservation and climate change response and in programming USAID resources toward climate change adaptation and mitigation.

Knowledge Management (15%)

1. Collect and serve as a source of information on biodiversity, forest conservation and climate information, climate response, and emerging policy issues in the W/Africa region. Keep abreast of reports and data available from regional initiatives in the biodiversity and climate change sectors funded by USAID, the World Bank, the African Development Bank and other donors. Organize these findings into reports, computer files and memos appropriate for informing technical specialists and related policy decision-makers within and outside of USAID. As appropriate, disseminate these and other relevant findings within USAID, to West Africa governments, private sector organizations and other donors and also provide feedback on these efforts and make necessary changes as needed to better inform decision-makers.
2. Take responsibility for the preparation and dissemination of information on issues, accomplishments and worldwide best practices in biodiversity conservation and climate change adaptation and mitigation to Mission staff, USAID/Washington and implementing partners. Prepare and disseminate reports as required on the impact and results of region-wide NRM activities as related to other sectors and initiatives (*e.g.*, Tropical Forestry, Biodiversity and Climate Change, Agriculture).
3. Work closely with Development Outreach and Communication specialists to document success stories in improving biodiversity conservation and adaptation and mitigation responses.

4.0 EVALUATION CRITERIA: EDUCATION/EXPERIENCE REQUIRED FOR THE POSITION

Minimum eligibility qualifications (NB: Applications must clearly highlight and explain how these minimum eligibility qualifications have been met. This could best be shown in the applicant's cover letter or in an introductory section to the application).

- Post-graduate degree (MSc/MA required) in a field related to the duties described above. This could include climate science, NRM, ecology, biological, integrated water resources management, environmental economics, forestry, or relevant engineering.
- At least 10 years (a doctorate may substitute for up to 3 years of professional experience) of progressively responsible professional experience in technical, scientific and policy issues in two (2) or more of the following technical areas: (i)

climate change adaptation/mitigation; (ii) integrated water resources management, including watershed management, impacts from dams, and environmental flows; (iii) environmental impact assessment; (iv) biodiversity conservation; (v) sustainable natural resources use and conservation; (vi) diversified livelihoods for natural resource-dependent communities; (vii) public policy and financing, including carbon financing; (viii) environmental regulations and enforcement; or (ix) other technical areas related to assessing vulnerability to climate change and the design of adaptation and mitigation measures in response to projected impacts.

- Of total experience (professional and research), five (5) years of documented experience in some aspect of climate change.
- Of total experience (professional and research), five (5) years of experience must be in a developing country.
- An S-4/R-4 level in English and an S-3/R-3 level in French are required. Must have a demonstrated ability to function as a technical specialist in francophone countries, e.g. conduct environment-related training, participate in meetings and provide technical assistance in the French language.
- Willingness and ability to travel in the West Africa region under harsh environmental conditions.

5.0 SELECTION CRITERIA

Applicants meeting the minimum eligibility qualifications (above) for the position will be evaluated on the detailed criteria noted below based on information presented in his/her application and through reference checks. Applications must include the names of at least three (3) references with contact e-mail addresses and telephone numbers and a brief explanation of how each referee knows the candidate.

a) *Education (10%)*

A minimum of a Master's Degree in a field related to the duties described above. This could include climate science, NRM, ecology, biological, integrated water resources management, environmental economics, forestry, or relevant engineering. Additional consideration will be given for advanced academic training in the foregoing disciplines as well as possession of a PhD in a relevant field.

b) *Knowledge, Skills and Abilities (40%)*

Broad knowledge of international development programs and policies relating to NRM and climate change within key development sectors - biodiversity conservation, integrated water resource management/WASH, health, and agriculture.

Ability to assess developmental assistance needs in the climate/environment sector among cooperating countries and ability to negotiate with the highest level government officials on sensitive

political, policy and country program priorities. Demonstrated ability to influence government priorities in these areas.

Demonstrated ability to effectively plan, strategize, direct, administer, monitor and supervise effective climate-focused programs is required. Demonstrated skills in integrating the social, economic, and environmental aspects in development assistance programming, and the processes that underlie sustainable governance will be required. Other required skills include: project design, implementation and grant and contract management, financial management, performance monitoring and evaluation. Full familiarity with USG policies, programming and management precepts is an added advantage.

Analytical ability and skill in interpreting public policies and assisting in the revision of policies, as required, that improve the enabling environment for climate change programming across sectors as related to sustainable economic development.

c) Prior Work Experience (35%)

A minimum of 5 years of experience at an **advanced management level** demonstrating sound and independent judgment, leadership, interpersonal skills, and ability to strategize, develop and effectively implement programs. This includes: working in teams, ability to prioritize activities and implement numerous assignments concurrently; responding quickly, effectively and flexibly to wide-ranging requests; and operating effectively in a cross-cultural setting.

A minimum of 10 years of **progressively responsible professional experience** in technical, scientific and policy issues in two or more of the following technical areas, including climate change adaptation/mitigation; integrated water resources management, including watershed management, impacts from dams, and environmental flows; environmental impact assessment; biodiversity conservation; sustainable natural resources use and conservation; diversified livelihoods for natural resource-dependent communities; public policy and financing, including carbon financing; environmental regulations and enforcement; or other technical areas related to assessing vulnerability to climate change and the design of adaptation and mitigation measures in response to projected impacts. Of the 10 years, at least five (5) years must include documented experience in some aspect of climate change. Also of the 10 total years of experience, five (5) of these years must have been in a developing country, with experience in Africa preferred. Climate change experience and developing country experience may be overlapping.

Demonstrated knowledge of the design, management and delivery of NRM/climate change training courses with the ability to prepare manuals and guidelines that encompass analytical analyses of climate issues.

Demonstrated capacity to manage for results and implement policies and procedures in accordance with established regulations. Substantive work experience in francophone countries with conditions similar to those in West Africa is highly desirable.

d) Interpersonal, Team and Communication Skills (15%)

Strong interpersonal skills and the ability to work in a multi-cultural setting. Demonstrated ability to work on his/her own, as a member of a team or office, and as a mentor to junior staff. Ability to achieve consensus on policy, project and administrative matters, effectively motivate and train staff, understand basic human needs, respect national pride and sensitivity of others. The ability to work effectively under pressure to carry out specific, results-oriented tasks in developing countries given constraints in time, information, and logistical support. Experience supervising and/or leading teams of professionals is an added advantage.

Excellent verbal communication skills, tact, and diplomacy are required to make and maintain productive contacts with senior government officials, non-governmental and private sector officials. Verbal communication skills are also needed to advise senior USAID and US Embassy officials, negotiate activity plans and resolve activity implementation issues with counterparts, partners and team members. Excellent written communication skills are required to prepare regular and ad hoc reports, activity documentation and briefing papers.

Good computer skills (word processing, spreadsheet applications and PowerPoint) are necessary to plan against objectives and targets and to report progress and achievements.

Demonstrated strong English writing and analytic skills are necessary to meet tight deadlines with clear and effective reports and analyses. Demonstrated experience preparing new technical designs, concept papers, and result reports, is required.

6.0 POSITION ELEMENTS

- A. **Supervision Received** - Work will be performed in consultation with the Environment Team Leader who will provide guidance on policy and program implementation issues for technical soundness, appropriateness and conformity to policy and program requirements of USAID. The 'Advisor' will receive minimal oversight in achieving his/her day-to-day tasks and longer-term work objectives.
- B. **Supervision Exercised** - The 'Advisor' is expected to help mentor the Environmental Compliance Officer and other technical/managerial staff as necessary in biodiversity and Climate Change issues in general and in USAID's Climate Change Strategy in particular. Help oversee the work of the Environmental Compliance Specialist as directed by the Environment Team Leader.
- C. **Available Guidelines** - The incumbent must have the ability to understand and to operate within USAID's policies and regulations regarding procurement, management, budgeting, earmarks, reporting and other aspects of project oversight and management. The 'Advisor' will be expected to be quickly become familiar with USAID processes, procedures, and rules as presented in the ADS -200 Series. The 'Advisor' will be required to be proactive in keeping abreast of evolving guidelines and policies, including but not limited to the

Automated Directives System (ADS), Mission Orders/Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents. In addition, technical and support staff and counterparts in USAID/Washington are available as resources to provide advice and guidance.

- D. Exercise of Judgment** - The incumbent will exercise a high degree of independent judgment in providing guidance and assistance to a wide variety of high-level professionals in the West Africa Mission, to other Missions as well as to Government officials, other donor counterparts, and implementing partners. As a recognized expert and highly qualified professional, substantial reliance will be placed on the 'Advisor' to independently plan, prioritize and carry out the duties and responsibilities of the position. He/she will be expected to address problems that arise through thoughtful analysis and by applying applicable guidance. The use of initiative, discretion, and patience is expected of the 'Advisor' in dealing with USAID co-workers as well as representatives of other donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. In the event no guidance exists, he/she will propose solutions in consultation with the supervisor. The 'Advisor' will follow and adhere to USAID's Code of Ethics and Conduct.
- E. Complexity** - This is a position of substantial complexity. The 'Advisor' must demonstrate leadership and exceptional poise to overcome work-related difficulties and challenges. The position requires the ability to plan, follow-up/implement and work in a team setting and as an individual. The 'Advisor' will be expected to be highly productive and meet short deadlines. The ability to operate in highly complex developing country environments is essential. The 'Advisor' must be able to devise solutions for situations that may involve conflict between stakeholders, political instability, unclear policies, weak institutions and extreme poverty. He/she will rely on his/her professional knowledge and integrity, and in-depth experience in gathering and interpreting analytical data and reviewing published data on the performance of the relevant environment sector in the region.

The 'Advisor' will have an excellent understanding and grasp of biodiversity and climate change adaptation/mitigation approaches and of USAID's policies, procedures and processes in related sectors. He/she provides in-depth advice and technical direction to USAID Missions throughout the West Africa region in the i) application of NRM and climate science; ii) results of climate change negotiations and their impact on policy, planning and program implementation; and iii) development and application of USAID's NRM and climate change strategies. Further, he/she will undertake TDY assignments to Missions throughout the West Africa Region. It is expected that regional travel will occupy a significant portion of the 'Advisor' time.

- F. Nature, Level and Purpose of Contacts** - The ‘Advisor’ will maintain contacts with people and organizations working in the forefront of development work relating to NRM and climate change; he/she will work with USAID/staff in West Africa including regular interaction with the USAID/West Africa Mission Director, Deputy Director and other senior staff, with senior staff in other Missions, and with the USAID Bureau for Economic Growth, Agriculture and Trade (EGAT) and Africa bureau staff to provide policy and procedural guidance and to obtain information relative to programs and activities. Within US Embassy Accra, contacts include but are not limited to the Environment, Science and Technology Officer and on occasion the Deputy Chief of Mission and Ambassador as required. Other contacts may include high-ranking USG officials and Government officials from counterpart agencies to the Ministerial level. In those USAID presence countries that support environment and climate change-related activities, the ‘Advisor’ will be expected to interact regularly with client mission officers, Office Directors and Mission management, especially with regard to any ongoing or planned climate change and NRM activities that directly or indirectly impact their programs. In USAID limited or non-presence countries, the incumbent will be expected to liaise effectively with USAID representatives or with appropriate Embassy staff.

The ‘Advisor’ occupies a high profile and important position in USG foreign assistance to West Africa. She/he provides policy recommendations, as well as strategic and tactical advice to senior officials of USAID/USG Ambassadors, USAID Mission Directors/technical staff, Agency Environmental Coordinator, Bureau Environmental Officers, USAID E3 Bureau & Africa Bureau technical staff and other USG agencies. The incumbent must represent the Mission at the highest-levels in inter-agency settings. The ‘Advisor’ will be required to establish and maintain professional contacts/relationships with senior government authorities and private sector leaders as well as with senior people in regional, multilateral and donor institutions. He/she will develop and maintain professional and productive relationships with counterparts in African regional organizations, host governments, donor institutions, civil society and the private sector, and relevant stakeholders. Examples of organizations in the previously noted categories include but are not limited to host countries (Permanent Secretaries and Department Heads); Executive Secretaries and Directors General of regional governmental and technical organizations (ECOWAS, CILSS, AGRHYMET); multi-lateral development partners (World Bank, African Development Bank); NGOs and private sector executives.

- G. Authority to Make Commitments/Obligations** - The ‘Advisor’ cannot make financial commitments on behalf of the USG. However, because of his/her expertise and standing as a highly qualified professional in his/her field, weight will be given to his/her conclusions and recommendations when commitments are made by those with the authority to do so. The ‘Advisor’ must take action and establish priorities based on the available guidelines and professional judgment.

- H. Physical Demands/Work Environment** - This is a moderately physically demanding position. It is estimated the work environment will be principally in an office setting and such a setting will be air conditioned for the most part. The work environment outside the office will be in a 'field setting' in the sense of vehicular travel over rough roads through heat and dust to USAID project sites in urban and rural environments. Also, walking upon arrival at field sites will be required. Sites may have few amenities such as air conditioning, sanitation and running water. When engaged in such travel, the 'Advisor' should be 'self-contained' and should carry personal first aid supplies, protective clothing from sun and weather, water, Malaria prophylaxis, and light food.
- I. Time Required to Perform Full Range of Duties** - The incumbent must be able to perform the full range of duties upon arrival at Post. Although the 'Advisor' might not have a working knowledge of USAID's activity management and administrative procedures, it is expected these proficiencies will be acquired within the first three months on the job.
- J. Post Entry Training** - Post entry training will cover USAID's established policies, procedures and regulations that govern: i) USAID-specific activity management and procurement systems, leading to certification as an AOR/COR; ii) USAID-sponsored training in Project Design and Activity Management; iii) USAID biodiversity and climate change strategy; and iv) USAID's Environmental Procedures (22CFR216) including environmental mitigation and monitoring. Other organized training (both internal & external) may be provided from time to time depending on the availability of program funds and if determined to be in direct support of USAID/WA/REGO's activities.

PAST PERFORMANCE EVALUATION

Effective work experience and knowledge of the above skills and experience will be demonstrated through interview and feedback received from previous employers. USAID/West Africa may require a written test and/or writing samples.

7.0 INSTRUCTIONS TO APPLICANTS

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

- Signed Form AID 302-3, Offeror Information for Personal Services Contracts (available at <http://www.usaid.gov/forms/>)

All applicants must submit complete dates (months/years) and hours per week for all positions

listed on the form AID 302-3 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

- Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
- Applicants must provide a minimum of three and a maximum of five references within the last five years from the applicant's professional life namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
- Applicants also must address the above **Section 6.0: SELECTION CRITERIA**, in a summary statement to be included in the application. This summary statement, limited to two pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The summary statement must include the name of the applicant and the announcement number at the top of each page.

8.0 LIST OF REQUIRED FORMS FOR PSCS

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Application for Federal Employment (AID 302-3);
2. Contractor Physical Examination (AID Form 1420-62). *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or *
4. Questionnaire for Non-Sensitive Positions (SF-85). *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.